

## The Public Library Renovation and Repair Grant Guidelines 2015-2017 Biennium

### Introduction:

This program provides grants for public library renovation and repairs. Projects should improve existing space (e.g. accessibility, remodeling to accommodate new technologies, energy conservation) or address a repair need (e.g. new windows, new roof, parking lot repair and updates).

### The Basics:

1. Projects may not be for maintenance of the building. An example of the difference between repair and maintenance would be replacing windows vs. caulking windows, adding or replacing gutters vs. cleaning gutters. If you have questions if your project meets the definition of repair, please contact Assistant State Librarian Cindy Clairmont-Schmidt or your Library Development Specialist.
2. Ineligible costs include equipment and furnishings over 25% of project costs; library materials; personnel; service or maintenance contracts; and any fees, expenses or services (including contracts for architects, engineers or construction managers) in excess of \$20,000 that have not been competitively bid.
3. For all projects over \$20,000 that are awarded, the library will be required to submit architect plans and drawings and a project plan.
4. The total amount available for all grant projects is \$250,000. The minimum grant award will be \$1,000 and the maximum grant award will be \$50,000. The grant requires a 1:1 match. Local match must be at least 50% of the total project costs but may exceed 50%.
5. Applications are due to the State Library no later than March 31, 2016. Grant applications will be submitted via Counting Opinions. Supporting documentation, including pictures of the library documenting the proposed project, should be submitted to the Administration Office at [ndsladm@nd.gov](mailto:ndsladm@nd.gov).
6. This is a reimbursement grant program and must be completed by May 31, 2017. All reports and reimbursement requests must also be completed by that same date. Requests for reimbursement can be filed monthly, quarterly or at the conclusion of the project.
7. This is a competitive grant. A scoring rubric will be used to assist in the awarding of the grants. The North Dakota Library Coordinating Council will

review and approve the grant awards as recommended by the State Librarian.

**Additional Resources:**

For more information on the Americans with Disabilities Act, visit [www.ada.gov](http://www.ada.gov). We suggest also checking with the city/county attorney or the State's Attorney.

Visit <http://www.ala.org/ascla/asclaprotools/accessibilitytipsheets> for an overview of accessibility issues